



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 22-0002360

Page: 1 of 2

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E Date: 01/10/22 PO Method: DG Dispatch: Dispatch Rev Dt: Via Print

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: ROBERT H LEOS PHD LLC
405 INDEPENDENCE CREEK LN
GEORGETOWN TX 78633-5316
United States

Ship To: Texas Workforce Commission
4405 SPRINGDALE RD
RM 608M
AUSTIN TX 78723
United States

Vendor ID: 1203131960

Purchaser: Marcus G Garcia

Phone:

Fax:

Email: marcus.garcia@twc.texas.gov

Bill To: APPO@twc.texas.gov or

Texas Workforce Commission
101 E 15TH ST
RM 470
AUSTIN TX 78778-0001
United States

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$10000 or Less

Quote in file

Ship to Comments:

TWC POC
Elaina Gregg
elaina.gregg@twc.texas.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Transcription Services	961/72	1.0000	LOT	\$10,000.00000	\$10,000.00	01/28/2022

Schedule Total \$10,000.00

ReqID:
0000035332

Item Total for Line # 1 \$10,000.00

Total PO Amount \$10,000.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

01/10/2022



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Page: 2 of 2

IMPORTANT CONDITIONS OF ORDER

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

- * PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.
- * ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.
- * Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.
Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

01/10/2022